

TANZA WATER DISTRICT

WATER QUALITY CONTROL PROCEDURE

Quality Management System Procedures
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Execution Date	Rev.	Revision Type	Change Des	cription	Page Affected	Originator
Nov. 4, 2016	Ø	New	Newly established to the ISO 90 requirem	01:2015	-	ISO Facilitator
Pre	pared by:		Verified by:		m	oved by:
	IN A. TEC		KAREN P. MAESTRAD	0	General	A BOBADILLA I Manager
Or	riginator	Water District. Any disclosure, unau			THE RESERVE AND THE PARTY NAMED IN	trict are considered official.

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1.0 OBJECTIVE

The purpose of this procedure is to establish the appropriate process of water treatment to ensure the quality and potability of water supplied to the customers of Tanza Water District.

2.0 SCOPE

The procedure covers the method of preparation of chemical treatment to the testing if the parameters confirm to the standards set by the Philippine National Standard for Drinking Water

3.0 DEFINITION OF TERMS

- 3.1 Chlorine Dioxide (ClO₂) a heavy reddish-yellow gas ClO₂ used especially as a bleach and disinfectant.
- 3.2 Residual Test water test/examination used to check the presence of bacteria in the water.
- 3.3 Chlorinator an equipment used to distribute the chlorine dioxide to the water lines for a clean water supply.
- 3.4 Microbiological Test refers to the studies and tests relating to very small living things such as bacteria and effects on people.
- 3.5 Physical and Chemical Test checking the physical condition of the water according to the Philippine National Standards for Drinking Water (PNSDW).
- 3.6 Philippine National Standards for Drinking Water (PNSDW) it is mandated by the Department of Health to minimize the risk of health hazards and to establish a safe and clean drinking water.

4.0 REFERENCE DOCUMENTS

4.1 Water Supply Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY

5.1 The Division Head is in-charge and authorized for the process of the procedure.

6.0 PROCEDURE DETAILS

6.1 Chemical treatment

Process Flow	In-charge	Process Description	Records
Start Request Chlorine	Pump Operator	Shall request for the Chlorine supply to the Supply Office. Note: Process of requesting shall be in accordance with Warehouse Control procedure	
A			

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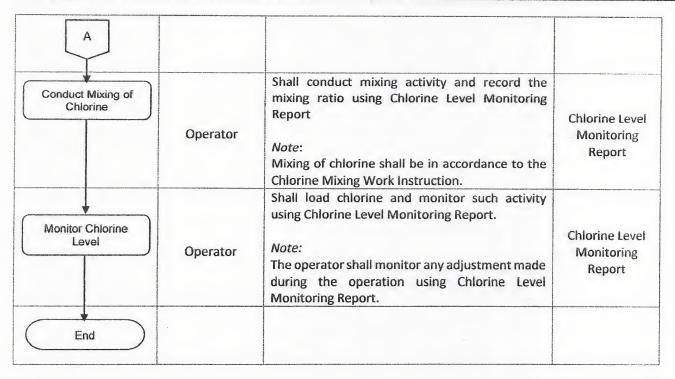
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6.2 Chlorine Residual Test

Process Flow	In-charge	Process Description	Records
Start Conduct Residual Test	Pump Operator	Shall conduct Residual Testing following the work instruction for residual testing.	
Record of Residual Testing	Pump Operator	Shall record the result of residual test in the Chlorine Level Maintenance Report.	Chlorine Leve Maintenance Report
Submission of Water Quality	Pump Operator	Shall submit a Water Quality Monitoring Report to the Water Resources, Planning & Design Division Manager.	Water Quality Monitoring Report
End			

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6.3 Physical, Chemical and Microbiological Testing of Water

In-charge	Process Description	Records
WRPD Division Manager	Shall schedule the performance of water quality testing using the Testing Schedule Monitoring.	Testing Schedule
WRPD Division Manager	Shall extract samples from all pumping station according to the Testing Schedule Monitoring. Note: 1) Shall follow the Work Instruction for Microbiological and Physical and Chemical Test. 2) A sampling of at least (2) concessionaires per pump station shall be extracted by the WRPDD Division Manager every month.	
WRPD Division Manager	Shall record the details of extraction in the Water Quality Monitoring Report.	Water Quality Monitoring Report
WRPD Division Manager	Shall prepare a Sample Transmittal Slip and forward the water samples to accredited testing agency.	Water Quality Monitoring Report
WRPD Division Manager	Record the result of the microbiological and physical and chemical test of water samples in the Water Quality Monitoring Report. Note: All failed testing shall be treated in accordance with the Control of Non-Conforming Procedure.	Water Quality Monitoring Report
	WRPD Division Manager WRPD Division Manager WRPD Division Manager WRPD Division Manager	WRPD Division Manager Shall schedule the performance of water quality testing using the Testing Schedule Monitoring. Shall extract samples from all pumping station according to the Testing Schedule Monitoring. Note: 1) Shall follow the Work Instruction for Microbiological and Physical and Chemical Test. 2) A sampling of at least (2) concessionaires per pump station shall be extracted by the WRPDD Division Manager every month. WRPD Division Manager every month. WRPD Division Manager Shall record the details of extraction in the Water Quality Monitoring Report. Shall prepare a Sample Transmittal Slip and forward the water samples to accredited testing agency. Record the result of the microbiological and physical and chemical test of water samples in the Water Quality Monitoring Report. Note:

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6.4 Reports

Reports	Frequency	Responsible				
Pumping Station Monitoring Checklist	Daily	Operator				
Pump Operation Checklist	Daily	Operator				
Water Quality Monitoring	Daily	Operator				
Microbiological Test	Monthly	External Source				
Physical Chemical Test	Biannual	External Source				

7.0 PERFORMANCE INDICATORS

7.1 The Division Head shall ensure that all specimen is properly labeled.

8.0 ATTACHMENTS AND FORMS

- 8.1 Water Quality Monitoring Report
- 8.2 Chlorine Level Maintenance Report
- 8.3 Testing Schedule Monitoring
- 8.4 Pumping Station Monitoring Checklist
- 8.5 Sample Transmittal Slip
- 8.6 Pump Operation Checklist

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Republic of the Philippines TANZA WATER DISTRICT

Tanza, Cavite

WATER QUALITY MONITORING REPORT

Remarks											
Result											Approved by:
Standard											4
Time Processed											
Time of Extraction											
Sample Number											Noted by:
PS#/ Customer Location								USTRICE	2610		СОРУ
Kind of Test								Talled Water	NOV 0 5		Prepared by:
Name of Inspector							Tanza Water District		00.127 2016	MASTER CODY	7
Date							Tanza Wa		100	MASTE	Inspected by:



Republic of the Philippines TANZA WATER DISTRICT

Tanza, Cavite

CHLORINE LEVEL MAINTENANCE REPORT

Location:

Remarks															
Activity	Loading		1										for the state of t		
Type of Activity	Adjustment														
Total Consumption (Volume/Liters)															
Mixing Ratio															
Total Volume Loaded (liters)															
Total Loaded Chlorine (kg.)											anza Water District	NOV 02 2016	ALTOGINE	CONTROLLED COPY	
Flow Rate														1	Probas ca
Time										The state of the s	Tanza Water District	9107 17 1018	MASTER	SIENCOPY	
Date											Tanza		N.B		

Inspected by:

Prepared by:

Noted by:

Approved by:



Republic of the Philippines

TANZA WATER DISTRICT

Tanza, Cavite

TESTING SCHEDULE MONITORING

Date Updated:

	Type of Test Frequency	reguency						Mc	Month						
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WRP-006-00 WRP-006-00 Republic of the Philippines Republic of the Philippines **TANZA WATER DISTRICT** TANZA WATER DISTRICT Tanza, Cavite Tanza, Cavite **PUMPING STATION MONITORING CHECKLIST PUMPING STATION MONITORING CHECKLIST** Time of Duty: Time of Duty: Pumping Station: Pumping Station: **Pumping Station Checklist** Reading Time **Pumping Station Checklist** Reading Time Static Water Level Static Water Level **Pumping Water Level** Pumping Water Level Voltage Voltage Pump Capacity Pump Capacity Current Current Flowmeter AM Flowmeter AM Flowmeter PM Flowmeter PM Water Tank AM Water Tank AM **Water Tank PM** Water Tank PM **Generator Checklist** Remarks Time **Generator Checklist** Remarks Fuel Fuel Oil Oil Water Water Motor On Motor On Motor Off Motor Off Duration Duration **Cleaning Control Panel Cleaning Control Panel** WRP-006-00 WRP-006-00 Republic of the Philippines Republic of the Philippines **TANZA WATER DISTRICT** TANZA WATER DISTRICT Tanza, Cavite Tanza, Cavite **PUMPING STATION MONITORING CHECKLIST PUMPING STATION MONITORING CHECKLIST** Date: Date: Time of Duty: Time of Duty: **Pumping Station: Pumping Station: Pumping Station Checklist** Reading Time **Pumping Station Checklist** Reading Time Static Water Level Static Water Level **Pumping Water Level Pumping Water Level** Voltage Voltage **Pump Capacity** Pump Capacity Current Current Flowmeter AM Flowmeter AM Flowmeter PM Flowmeter PM Water Tank AM Water Tank AM Water Tank PM Water Tank PM **Generator Checklist** Remarks Time **Generator Checklist** Remarks Time Fuel Oil a Water Distri Tana Oil Tanza Water Distric

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Duration

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TANZA	ic of the Philippines A WATER DISTRICT Tanza, Cavite	Republic of the Philippines TANZA WATER DISTRICT Tanza, Cavite						
Sample Date:	Transmittal Slip		Transmittal Slip					
Test Requested:		Date: Test Requested:						
Sample Number	Location	Sample Number	Location					
Prepared by:	Received by:	Prepared by:	Received by:					
	Date:		Date:					
TANZA	of the Philippines WATER DISTRICT anza, Cavite	TANZA	c of the Philippines WATER DISTRICT Fanza, Cavite					
Sample 7	Fransmittal Slip	Sample Date:	Transmittal Slip					
Test Requested:		Test Requested:						
Sample Number	Location	Sample Number	Location					
	<u></u>							
Prepared by:	Received by:	Prepared by:	Received by:					

Date:_

Date:_

WRP-009-00



PUMP OPERATION CHECKLIST

Pumping	Static Wat			Water Level	Vol	tage	Curr	ent	
Station	Reading	Time	Reading	Time	Reading	Time	Reading	Time	
Nater Tr	eatment C	Checklist	:						
Pumping	Pressure M	onitoring	Pump W	ater Level	Chlorinato	r &Chlorine	Monitoring	Pump	Capacit
Station	Reading	Time	Reading	Time	Setting	Mixture	Time	gpm	time
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